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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chairman, Career Service Committee


FROM : Chairman, Working Group on Selection Criteria

SUBJECT: Informal meeting of Working Group Chairmen

DATE: 23 November 1951

1. In accordance with my suggestion at the recent meeting of Working Group Chairmen with the Career Service Committee, the Working Group Chairmen held an informal meeting today with the dual aim of general discussion and of exploring the desirability of changing our basic method of attack upon the Career Service problem. Present were:

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 Selection Criteria)

(Extension Training)

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Rating)

r Benefits)

* Alternate - chairman ill

2. The chairmen concurred in these recommendations:

A. The present system of working groups should be continued as the basic tool for getting the job done.

B. Any working group should be free to ask for aid of any kind as it becomes necessary.

C. A task force operating full time should not be attempted in lieu of the working groups.

3. These points, brought out in our discussion, are believed to be of interest:

A. One chairman has been having his group members check decisions or tentative solutions with their Office heads in order to assure later formal and timely support. The other chairmen have not requested such formal concurrence, but accept that each group member inevitably will reflect his Office problems and needs. Unless otherwise directed, the chairmen assume that either method is acceptable and

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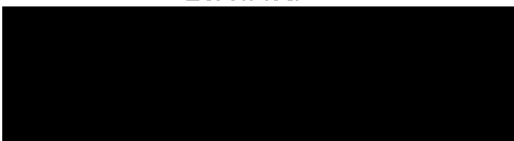
that depending on the specific problem either may be preferable at times.

B. In rejecting the task force concept, it was emphasized that a working group has numerous ways of spreading the work load and bringing additional competence to bear upon a problem; for example -

- (1) a paper to you stating a specific problem and recommending that a particular segment of CIA, because best qualified to do it, be asked for the solution.
- (2) a paper to you asking that formal comments or opinions be obtained from certain CIA officials.
- (3) informal briefings of working groups by persons knowledgeable in a specific problem area.

C. One chairman stated that the minutes of all working groups are to be circulated to all. This will be extremely helpful and will spark informal contacts between two or more chairmen as well as point an agenda for later meetings of all.

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